

ROUTING AND TRANSMITTAL SLIP

Date 13 July 1981

DDA REGISTRY
FILE: *maining-5-2*TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. EO/DDA

2.

3. DTE

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

3. As requested by Executive Secretary, please prepare acknowledgement for DCI's signature no later than 20 July.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

EO/DDA

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

★ GPO : 1980 O - 311-156 (17)

UNCLASSIFIED CONFIDENTIAL SECRET

EXECUTIVE SECRETARIAT
Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	D/DCI/RM				
4	DD/NFA				
5	D/DCI/CT				
6	DD/A	X			
7	DD/O				
8	DD/S&T				
9	GO				
10	EC				
11	IG				
12	Compt.				
13	D/PA				
14	D/EEO				
15	D/PPM				
16	AO/DCI				
17	PB/NSC				
18					
19					
20					
21					
22					
SUSPENSE		20 July Date			

Remarks:

For necessary action to include preparation of an acknowledgment for DCI's signature NLT 20 July.

Executive Secretary

10 July 81

Date

3637 (12-77)

STAT

81-4685

The Brookings Institution

1775 MASSACHUSETTS AVENUE N.W. / WASHINGTON D.C. 20036 / CABLES: BROOKINST / TELEPHONE: (202) 797-6000

81-1449

July 1, 1981

The Honorable William J. Casey
Director
Central Intelligence Agency
Washington, D. C. 20505

Dear Mr. Casey:

I am writing to invite you to nominate senior officials in your agency to participate in the educational programs of The Brookings Institution, 1981-1982. A brochure describing these programs is enclosed. The programs are based on Brookings' experience in leadership education developed in the past twenty-two years. They are specifically designed to meet the educational need of members of the Senior Executive Service and of individuals holding positions of similar rank. Several of the programs also meet the educational requirements of members of SES candidate development programs.

Nominations can be made throughout the program year. A 5 percent discount is offered for applications received by September 1, 1981.

I look forward to the participation of your senior executives in these programs.

Sincerely yours,

Bruce K. MacLaury
Bruce K. MacLaury
President

Enclosure